

APPENDIX "I"

GUIDELINES FOR NON-STENOGRAPHIC DEPOSITION

Depositions recorded by non-stenographic means, including videotape, are authorized without the prior necessity of a motion and court order if taken under the following guidelines:

1. The beginning of the videotape shall contain an announcement or other indication of the style of the case, the cause number, the name of the court where the case is pending, the physical location of the deposition, and an introduction of the witness, the attorneys, any parties or party representative who may be present, the court reporter, the video technician, and any other persons present at the deposition.
2. The witness will be sworn on camera.
3. The camera shall remain on the witness in standard fashion throughout the deposition. Close-ups and other similar techniques are forbidden unless agreed to by the parties or ordered by the court.
4. The arrangement of the interrogation should be such that, in responding to the interrogating attorney, the witness will look as directly into the camera as possible.
5. No smoking shall be allowed during the videotape, and there should be no unnecessary noise or movement.
6. The party issuing the notice of the videotape deposition shall be responsible for the original of the videotape, and other parties shall have the option to obtain copies at their cost.
7. A time-date generator or other suitable indexing method must be used throughout the course of recording the deposition.
8. An announcement of the time on the videotape shall be made each time the videotape is begun and is stopped.
9. The time of conclusion of the videotape must be announced on the videotape.